

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0222301	10. Budget Program Number 629-20211		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Family Services			12. Proposed Class Title Assistant Food Assistance Program Manager		
4. Section Economic & Employment Services	For Use By Personnel Office	13. Allocation			
5. Unit Benefits Unit		14. Effective Date			
6. Location (address where employee works) Topeka Shawnee City County		15. By	Approved		
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is a managerial position with the Family Services division, Benefits unit. This position exists to assist the Food Assistance Program Manager in the direction and management of the Food Assistance Program.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name Sandra Kimmons **Title** Benefits Director **Position Number** K0222302

Who evaluates the work of an incumbent in this position?

Name Sandra Kimmons **Title** Benefits Director **Position Number** K0222302

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under the direction of the EES Benefits' Director, work is performed independently and requires the exercise of initiative, independent judgment and discretion in completing delegated work. Priorities are set independently and the employee is generally free to develop his/her own sequence and methods within the scope of established policies and expectations. Work is reviewed based on outcomes and conformance to established policies, procedures and regulations and expectations.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

1. 40%	E	<p>Program Management</p> <ul style="list-style-type: none"> - Identifies goals and determines program options and initiatives to meet these goals in accordance with the objectives and priorities of the Governor and the legislature and the mission of the agency. - Prepares reports summarizing findings and recommends to management changes in programs, structure, methods, policies, procedures and practices of significant impact. - Reviews and analyzes proposals submitted to determine if benefits and possible applications justify expenditures. - Advises field and central office of details/options regarding the implementation of programs or systems for meeting client needs, achieving fiscal goals, or satisfying federal and state mandates. - Provides program options based on assessment of available federal and state funds, field and central office staff, and other resources. Justifies program decisions and use of resources. Advocates for needed resources based on public policy goals. - Identifies need for legislative and regulatory action and prepares enabling legislation or regulations as necessary to effectuate program or policy decisions. - Assists with preparation of the Food Assistance State Plan due the 15th of August each year. - Assists with development of operating and program plans. Operationalizes those approved plans and issues through written and verbal directives to over 600 staff in the field and central office. - Assists with development of recommendations and testimony
2. 30%	E	<p>Program Coordination and Consultation</p> <ul style="list-style-type: none"> - Assist in the Coordination of the Food Assistance E & T Work Programs in collaboration with the TANF/Work Program Manager, with the public/private sector, other agency managers and with outside agencies and groups to ensure achievement of mutual goals, program integrity, and effective service delivery. - Establishes goals, develops outcomes to ensure achievement of state goals. Work is done under the oversight and general direction of the food assistance program manager. Serves on policy workgroups, as needed, including but not limited to the statewide implementation planning team, policy planning group and eligibility system development. - Assist Manager in gathering information regarding issues and provide recommendations for agency leadership of emerging issues affecting the programs administered by this agency. Identifies or develops courses of action and recommends solutions as appropriate. <p>Supervision and Oversight- Assists Manager in Providing direction to regional staff to maintain uniform policies and evaluation methods and to prevent inefficiencies in benefit delivery and client services. Oversees program and policy implementation to maintain uniform policies and evaluation methods, and to prevent errors and inefficiencies. Directs and consults with the Regional Directors and EES Program Administrators in the development of program service delivery process. Develops and maintains positive working relationship with government, private and human service agencies, assuring effective communication with internal and external partners as representative of the agency to the public. May collaborate with federal Congressional staff, federal agencies such as USDA to help shape policies and procedures.</p>
3. 25%	E	<p>Professional Development - Attends and participates in conferences with supervisor and office meetings. Participates in program and management meetings. Participates in teams and work groups for the purpose of professional development. Coordinates training with agency's training division.</p>
4. 5%	E	

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (x) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Verbal and written communication with staff across the region to convey program and policy information. Written communication with state and federal agencies through development and finalization of state plans, policy and program procedures and training material. Verbal and written communication with the public, including clients, federal and state legislators and their staff, federal agency staff, various community agencies, and other agency staff. Contact with the press may be periodic. Public speaking is sometimes required.

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25. What hazards, risks or discomforts exist on the job or in the work environment? Minimal

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer and related software, fax machines, telephone and printer will be used daily. The incumbent will travel in this position as responsibility encompasses the state.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Bachelor's Degree

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience in the implementation of regulations and procedures and knowledge of laws, precedents, government regulations, executive orders, agency rules and legislative processes may be considered a plus.

Experience - length in years and kind

Three years' experience of planning, organizing and directing the work of a department, program or agency. Education may be substitute for experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date